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Women's Studies is having great difficulty tracking our minors, and I understand this is a university-wide problem.

Submitted by: Lori Amy

4/25/2005

**Discussion:**

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Women's Studies is having great difficulty tracking our minors, and I understand this is a university-wide problem. As I understand it, we are currently asking students to declare a minor when they clear for graduation. Can you tell me how this practice came into being and why it is our current practice? I would like to investigate the feasibility of developing a university policy/practice that asks students to declare minors much earlier.

**Rationale:**

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The ability to adequately track students minoring in our areas is important to every academic discipline, department, and program.

**Response:**

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4-25-05 Dr. Teresa Thompson's response: Prior to the implementation of the current student information system (Banner), there was no method of electronically tracking minors. Therefore, it was practice to have minors officially recorded in the Registrar's Office when the student applied for graduation. Since Banner allows for the recording of up to two minors in the student information system, a section for minors has already been added to the Change of Major form and students may declare a minor at any time and preferably early in the student's educational career. Many students are already completing the "minors" section of the Change of Major form to declare their minors.

The Registrar's Office will develop a Minor and Concentration Declaration Form to be used for students to have their minors recorded in the student information system. Advisors for minors will be given these forms and should encourage students to officially declare their minors by completing this form.